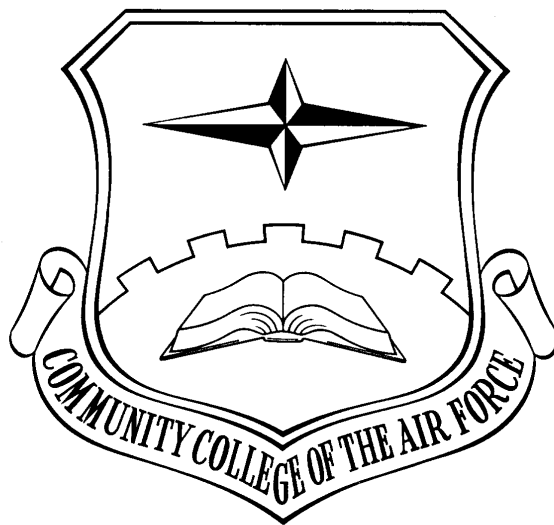# CCAF Graduate Reporting Software
User Guide

(Covers both 97 & 2000 Versions)

February 2000

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System Requirements

Hardware:
- Computer running Windows 95, 98, or NT 4.0
- Printer compatible with Windows 95, 98, or NT 4.0
  - Optional; required only if you want to print out the report.
- Hard drive space required at installation is 1 MB
  - Additional space may be required as graduate data is added over time.

Software:
- Microsoft Access 97 or 2000
  - Depends on which version of the Graduate Reporting Software you download from the web site. Both versions are available.

Installation Notes

Installation Steps:

1. Verify your computer meets the minimum hardware requirements
2. Verify your computer meets the minimum software requirements
3. Download the appropriate version (97 or 2000) of the software from the CCAF non-public web site.
4. Using Windows Explorer, double-click on the downloaded file.
5. When prompted for location of "unzipped" file use the default location or create a folder/directory of your choosing. Note: The file extracted (unzipped) is an Access database file (grad97.mdb or grad200.mdb).
6. Start up your Access database program (msaccess.exe).
7. Open the Graduate Reporting database file (grad97.mdb or grad200.mdb).

Program Instructions

When the database file is opened in Access this is the view you should see first. This is the "Main Form" and will be where graduate information is loaded into the database.

There are three parts to using the database:
Part I - Entering Graduate Information
Part II - Creating the text file for exporting to CCAF
Part III - Maintaining the database

Note: Some screens and/or command wording may be slightly different between versions of Access. However, the functions should work the same.

Part I
Entering Graduate Information: (USE ALL CAPS)

Step 1: The cursor should be in the first open field titled "Social Security Number". Enter the student's SSN without hyphens.

Step 2: Tab to the next field titled "Name". Enter the student's name using capital letters and a space between the last, first, & middle initial. This field is limited to 18 characters, enter as much of the student's name as the field will allow. Leave unused space blank on short names. Example: SAMPLE JOE B

Step 3: Tab to the next field titled "Sex". Type "M" for Male or "F" for female or use the drop down box by left clicking on the down arrow and selecting your choice.

Step 4: Tab to the next field titled "Source". There are several choices available however most will use the letter "A" for Air Force. You can just type the letter or use the drop down box to make your choice.

Entering Graduate Information Continued: (USE ALL CAPS)

Step 5: Tab to the next field titled "Personnel ID". There are three choices available "A" for enlisted, "O" for officers and "C" for civilians. You can just type the letter or use the drop down box to make your choice.

Step 6: Tab to the next field titled "Course Start". Enter the date the course started in the format of YYMMDD. Example: 000102

Step 7: Tab to the next field titled "Grad Date". Enter the date the course started in the format of YYMMDD. Example: 000115

Step 8: Tab to the next field titled "Training Location Code". This code is the first two digits of the CCAF course number. You can type the letters or use the drop down box to make your choice.
Example: **04**5AET3S200-036 (Bold characters are the location code)

Entering Graduate Information Continued: (USE ALL CAPS)

Step 9: Tab to the next field titled "Course ID". This code represents the remaining digits of the CCAF course number except for the portion after the hyphen. Example: 04**5AET3S200**-036 (Bold characters are the Course ID)

Step 10: Tab to the next field titled "Version". This code represents the last three digits of the CCAF Course number. Example: 045AET3S200-**036** (Bold characters are the Version)

And that's it for entering the student information. If you have additional students to enter then click on the button titled "Add Course Graduate" and repeat these ten steps.

Part II
Creating the text file for exporting to CCAF

Step 1: Click on the button titled "Create Text File" located on the Main Form. The table titled "Grad1" will be created and appear on the screen.
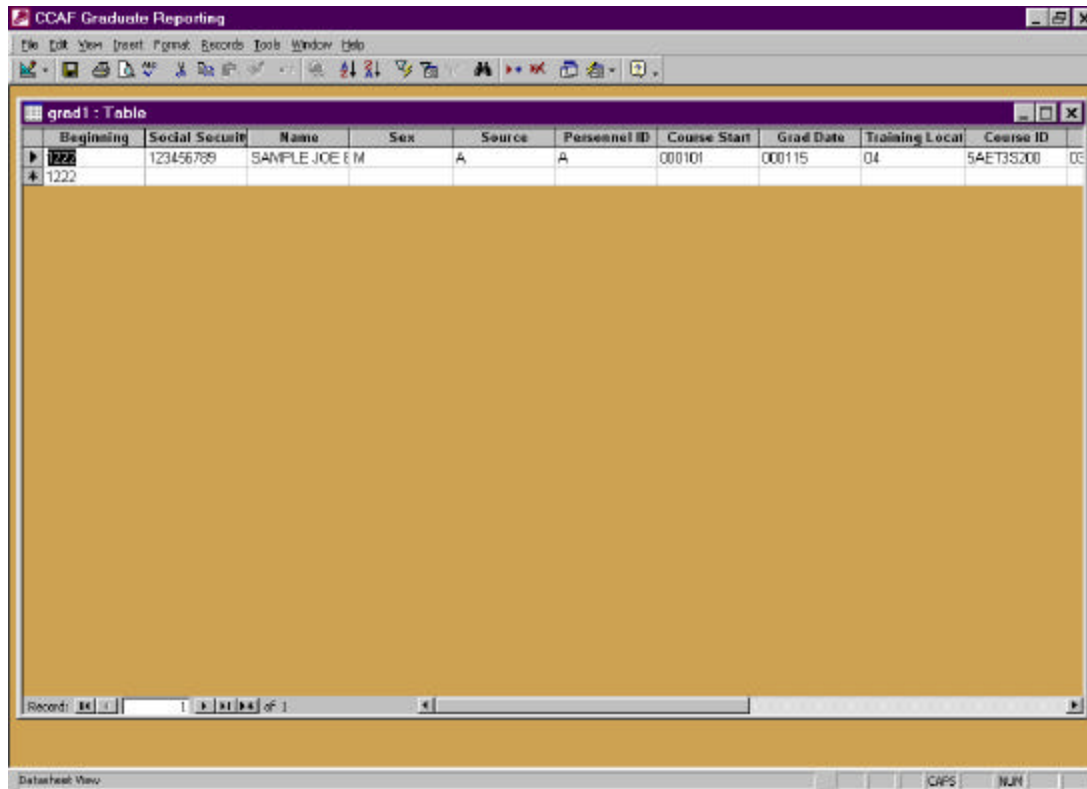

Step 2: On the Access menu bar click on File, then click on Save As / Export…, a window will appear with the title of "Save As…", click on "To an external file or database", then click on the button titled "OK".
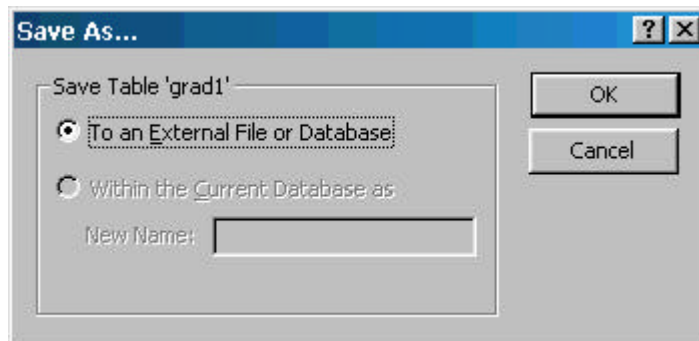
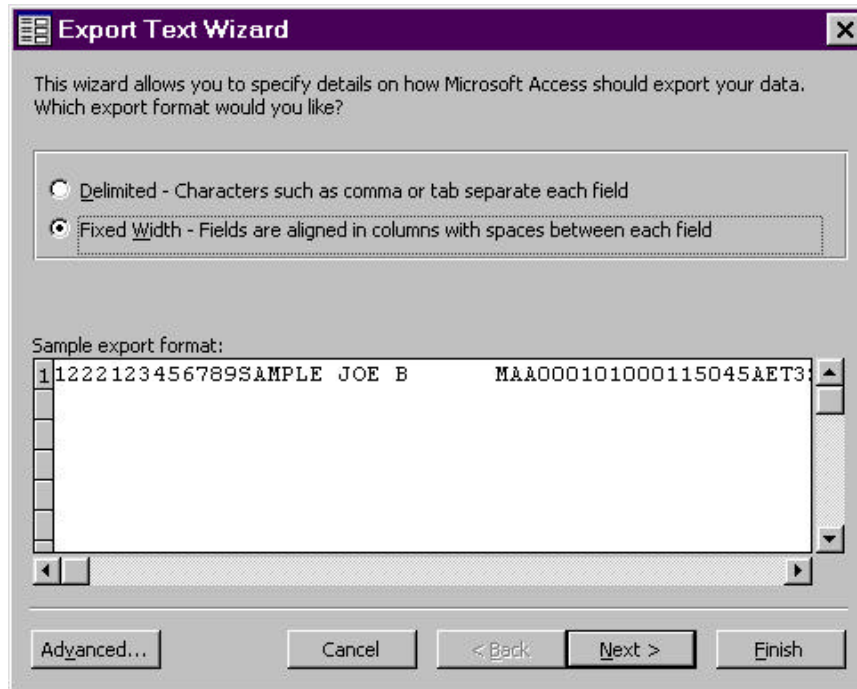**Creating the text file for exporting to CCAF (Continued)**

Step 3: A window will appear with the title of "Save Table Grad1 In…". Determine where you want to save the file (navigate, using the mouse, to the directory you want to store the file)
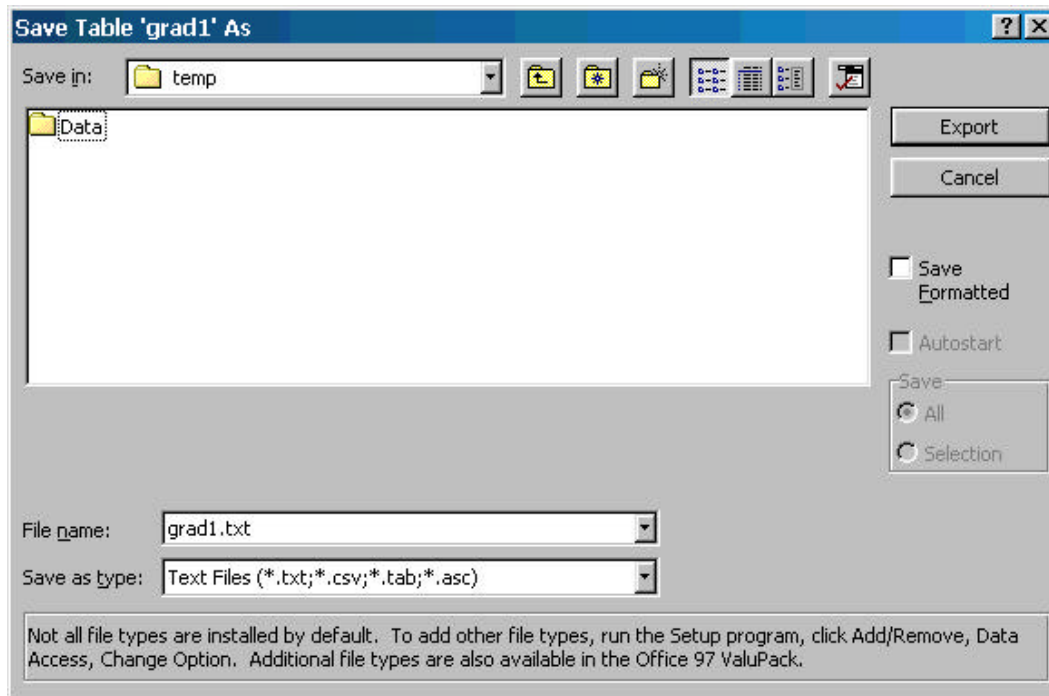

Step 4: Click on the "Save as type" down arrow and change to "Text Files…". In the "File name" box change the file name to your school's name. Example: 58SOW.TXT

Creating the text file for exporting to CCAF (Continued)

Step 5: Click the button titled "Export". A window titled "Export Text Wizard" will appear. Click the "Fixed Width" button, then click Next.
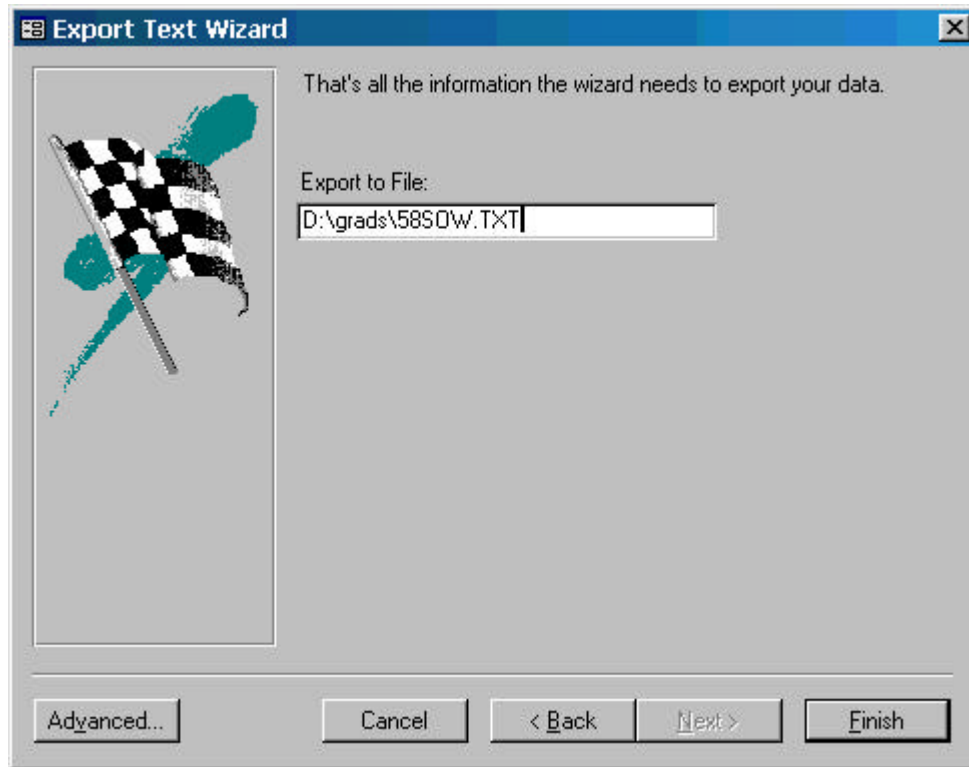

Step 6: A second window titled "Export Text Wizard" will appear. Click the Next button.
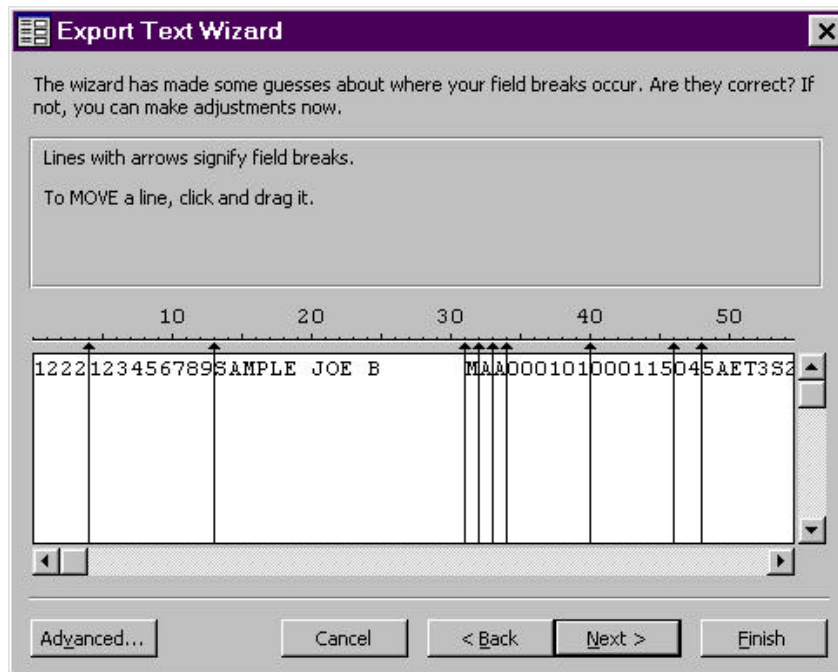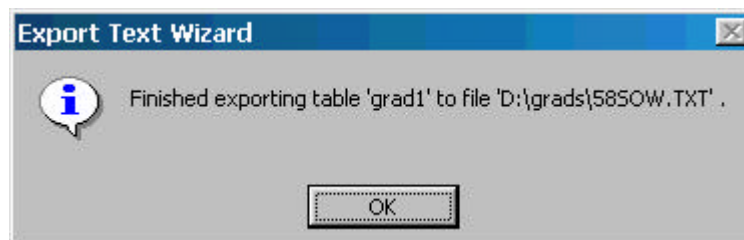
Creating the text file for exporting to CCAF (Continued)

Step 7: A third window titled "Export Text Wizard" will appear. Click the Finish button.

```
Export Text Wizard                                          ×

              That's all the information the wizard needs to export your data.


              Export to File:
              D:\grads\58SOW.TXT|



  Advanced...        Cancel      < Back      Next >      Finish
```

Step 8: A fourth window titled "Export Text Wizard" will appear. Click the OK button.

```
Export Text Wizard                          ×

   (i)   Finished exporting table 'grad1' to file 'D:\grads\58SOW.TXT' .


              OK
```

Step 9: Close the table "Grad1" by clicking the X in the top right hand corner of the table.

Creating the text file for exporting to CCAF (Continued)

And that's it for creating the text file. The next step is to copy the file to a 3.5" disk for mailing to CCAF. You can also transmit the file to the CCAF FTP server.   Call for FTP instructions, if desired. DSN 493-3498.

Part II
Maintaining the database

After you have created a text file you will want to clear the database table for future use. There are two steps for this action:

Step 1: On the Main Form, Click the button titled "Append History". This copies the entries to the history table.

After clicking the Append History button you will get a window similar to this one.
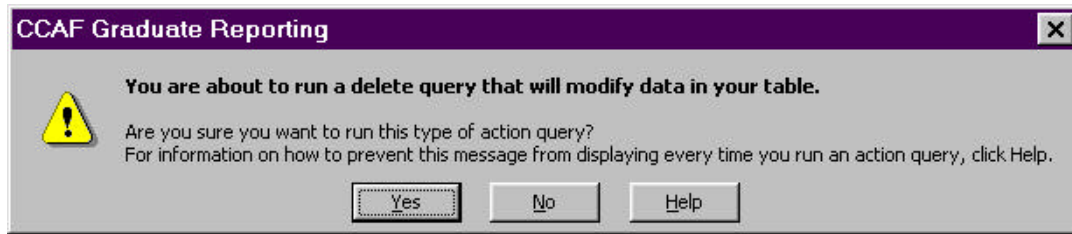
CCAF Graduate Reporting

⚠ You are about to run a delete query that will modify data in your table.

Are you sure you want to run this type of action query?
For information on how to prevent this message from displaying every time you run an action query, click Help.

[Yes]   [No]   [Help]

Click the Yes button. You will then get a window similar to this one.

CCAF Graduate Reporting

⚠ You are about to append 1 row(s).

Once you click Yes, you can't use the Undo command to reverse the changes.
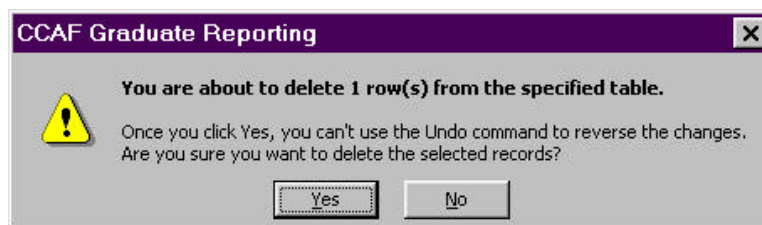Are you sure you want to append the selected rows?

[Yes]   [No]
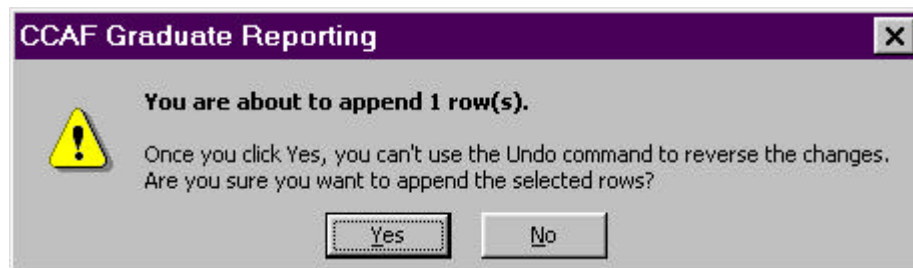
Click the Yes button. That completes the Append History function.

Step 2: On the Main Form, Click the button titled "Delete Current". This deletes the entries in the Grad1 table.

After clicking the Delete Current button you will get a window similar to this one.
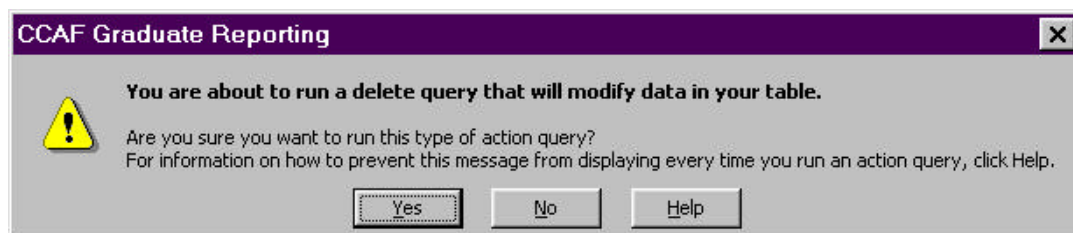
CCAF Graduate Reporting

⚠ You are about to run a delete query that will modify data in your table.

Are you sure you want to run this type of action query?
For information on how to prevent this message from displaying every time you run an action query, click Help.

[Yes]   [No]   [Help]

Click the Yes button. You will then get a window similar to this one.

CCAF Graduate Reporting

⚠ You are about to delete 1 row(s) from the specified table.

Once you click Yes, you can't use the Undo command to reverse the changes.
Are you sure you want to delete the selected records?

[Yes]   [No]

Click the Yes button. That completes the Delete Current function.

Maintaining the database (Continued)

Press the "First Record" button. Your Main Form should look similar to the window below after completing step 2.

Final Notes

That's it. You've added graduate information, created a text file, updated your history table, and emptied out the current graduate table.

Technical Support

If you have questions about course numbers, location codes, or other questions related to the database as described in this user guide then call Campus Relations at DSN 493-3498 or send an email describing your problem or question to campus.relations@maxwell.af.mil.

If you have questions about using Access in general then please contact your local computer personnel. CCAF does not have the capability to field questions concerning the use of this database beyond what is addressed in this user guide.